

**BY ORDER OF THE COMMANDER
MINOT AIR FORCE BASE**



AIR FORCE INSTRUCTION 36-802

MINOT AIR FORCE BASE SUPPLEMENT 1

29 JULY 2010

Personnel

PAY SETTING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at **www.e-Publishing.af.mil** for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 5 FSS/FSMC
(Ms. Gloria Williams)

Certified by: 5 FSS/CC
(Lt Col Melanie M. Lewis)

Supersedes: AFI36-802_MINOTAFBSUP1, 13 September 2000

Pages: 2
Distribution: F

Maintain records created as a result of published processes prescribed IAW AFMAN 33-363, Management of Records, and dispose of records IAW the AF Records Disposition Schedule (RDS), available from the Air Force Portal at the AF Records Information Management System (AFRIMS) link. Contact supporting records managers as required. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

AFI 36-802, *Pay Setting*, 01 September 1998, is supplemented as follows. This supplement describes the procedures used at Minot AFB when setting rates of pay for appropriated fund employees. This applies to all civilian personnel serviced by the Minot AFB Civilian Personnel Flight. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, to 5 FSS/FSMC.

SUMMARY OF CHANGES

Paragraphs 1.2.6. and 1.2.8. are renumbered to match the revised AFI 36-802, and to clarify local pay setting procedures.

1.2.6.3. (Added) **Highest Previous Rate.** When pay is adjusted using the highest previous rate (HPR) and the pay falls between two rates of an employee's grade, the higher rate will be used.

1.2.8.3. (Added) **Lower Representative Rate or Different Pay System.** When an employee, at his/her request, is changed to a lower grade position or to a position with a lower

representative rate under a different pay system, and the rate of pay falls between two steps of the lower grade, pay will be set at the lower of the two step rates.

--signed//jht//13Jul10--
JULIAN H. TOLBERT, Colonel, USAF
Commander, 5th Bomb Wing